

14 April 1970

MEMORANDUM FOR: Information Processing Coordinator, Scientific  
& Technical Directorate.

SUBJECT : Fiscal Year 1970 Training Information for Education  
and Training Report, Annex B, Intelligence  
Information Handling Committee Annual Report.

REFERENCES : a. Education and Training Report, Annex B,  
Intelligence Information Handling Committee  
Annual Report - 2, 1 July 1969.  
b. Memo dtd 16 June 69 to CIA Member, E&T  
Subcommittee frim C/AS/OCS - "OCS FY'69  
and FY'70 Training. "

1. Last year for the first time, a reasonably comprehensive Education and Training (E&T) Report was appended, as Annex B, to the Annual Report of the Intelligence Information Handling Committee (IHC). The narrative of this Annex was in part based upon information supplied me by the following named officers of your Directorate:

Charles Briggs, Director, Office of Computer Services (OCS).

Chief Administrative Staff, OCS.

Special Assistant to Director, OCS.

ef, Training Staff, OCS.

2. Again this year, I wish to solicit your cooperation in gathering information for the FY'70 E&T Report. Information in response to the following items will be most helpful:

- a. Progress during FY'70 in information science and related education programs - emphasizing changes.

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- b. Value of information science training received (Doing more with less? Moving according to plan toward automation? Education of managers to ADP? Identifying advantages and disadvantages of ADP? Retraining personnel?)
- c. Experiences gained in hiring /already trained personnel/ and in retraining "old hands". (Statistics and general observations are helpful.)
- d. Education and training plans for FY'71:
  - (1) Proposed training.
  - (2) Numbers of personnel programmed for information science training:
    - (a) Universities and technical schools.
    - (b) Own Agency.
    - (c) Other government agencies.
    - (d) Manufacturers, contractors, etc.
  - (3) Proposed FY'71 budget education and training in information science.

3. Our deadline for submission of these data to my office is 15 May 1970. The address and telephone extensions are noted below:

602 Magazine Bldg.

CIA Member, E&T Subcommittee, IHC, USIB